

Effectively Using the PBMA SecureMeeting Application

Jeffrey Hawley

ARES Corporation
Systems Engineer

PROCESS BASED MISSION ASSURANCE
COMMUNITIES OF PRACTICE IV WORKSHOP

NOVEMBER 15, 2005



Overview

- <https://securemeeting.grc.nasa.gov>
- Collaborative, Online Meeting And Web Conferencing Tool
- Allows Registered Users To Share ACI, SBU, ITAR/EAR, And Proprietary And Competition Sensitive Information Using The Computer Desktop
- Flexible To Allow Various Participants To Control Screens
- Schedule A Meeting In Advance Or Create One Spontaneously
- Not A Replacement For WebEx

Computer Compatibility

• <https://securemeeting.grc.nasa.gov/meeting>

Operating System	Browsers	Browser Components ¹
Windows 98 SE Windows 2000 Windows NT 4.0 (SP 6)	Internet Explorer 5.0 Internet Explorer 5.5 (SP 2) Internet Explorer 6.0 Netscape Navigator 7.1 ⁵	ActiveX MS JVM Sun JVM 1.4.1_01 or above
Windows ME	Internet Explorer 5.5 (SP 2) Internet Explorer 6.0 Netscape Navigator 7.1 ⁵	ActiveX MS JVM Sun JVM 1.4.1_01 or above
Windows XP	Internet Explorer 6.0 Netscape Navigator 7.1 ⁵	ActiveX MS JVM Sun JVM 1.4.1_01 or above
Mac OS X 10.2.8 ²	Safari 1.0	Sun JVM 1.4.1_01 or above
Mac OS X 10.3.3 ²	Safari 1.2.1	Sun JVM 1.4.1_01 or above
Linux RedHat 7.3 ³	Mozilla 1.6 Mozilla 1.3 ⁴	Sun JVM 1.4.1_01 or above
Linux RedHat 9.0 ³	Mozilla 1.6 ⁴	Sun JVM 1.4.1_01 or above

¹ In addition to enabling at least one of the browser components listed here, SecureMeeting users must also enable JavaScript and cookies. For information about enabling browser components, see your Web browser's help or the "Joining a Meeting" topic in the IVE end-user help.

² Mac users can share their desktop during a meeting, but not individual applications. Also note that Mac users must have at least 256 MB memory.

³ Linux users cannot present during a meeting.

⁴ SecureMeeting has not been tested with Mozilla 1.1.1.

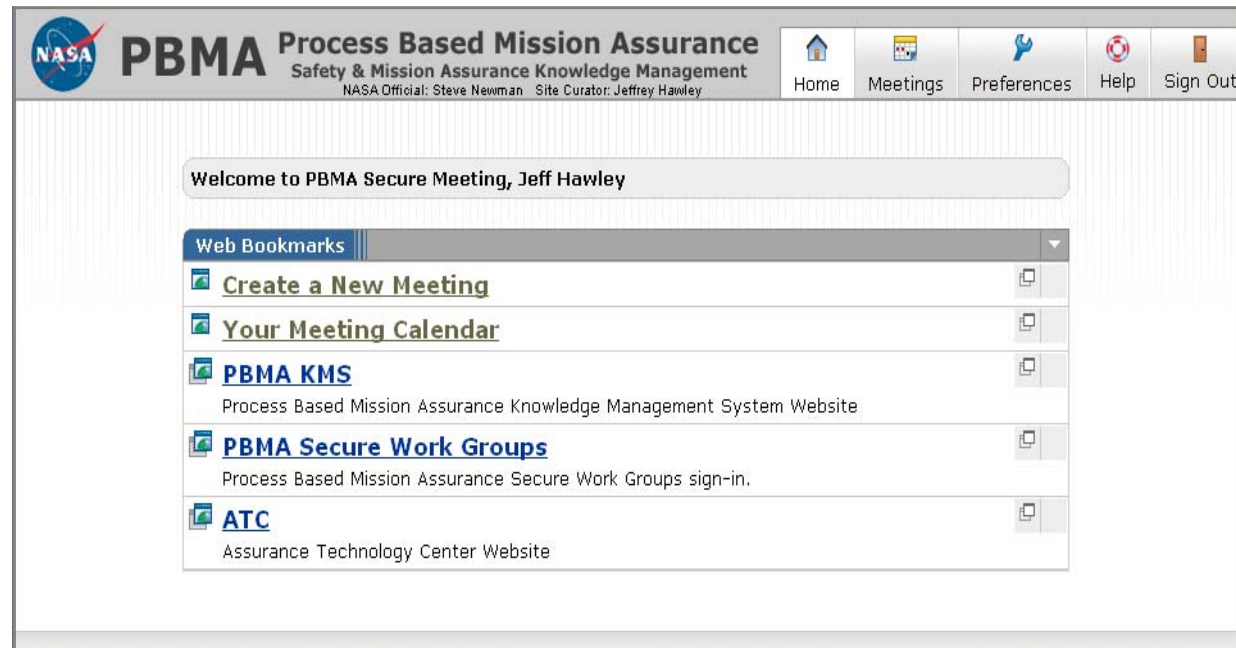
⁵ Archived Netscape browsers can be obtained from their [Archived Products](#).

User Roles

- Conductor – Assigns Who Is Presenting And Who Is Controlling
- Presenter – Desktop That Is Shared
- Controller – Navigates The Present Content
- Member – Views The Content And Presentation
 - Request Control*

Front Page

- New User Interface
- Bookmarks
- Upper Right Corner: Meetings, Preferences, Help



Create A Meeting

- General Information To Be Sent In Email Invitation
- Schedule Meeting Time
- Add Invitees – Must Have An Account

General Information

Meeting ID: *This will be generated when you save*

Unique ID for the meeting.

Name:

Short topic for the meeting. If you leave the field blank, Secure Meeting randomly generates a name for you.

Teleconference Info:

Phone number invitees should call to join the meeting

Agenda:

Description of the meeting's purpose

Date and Time

Date: Nov / 15 / 2005

Starting date, time, and duration for the meeting. To start the meeting immediately, use the default settings.

Start: 4 : 18 AM

Note: the time zone for the meeting is (GMT-05:00) Eastern Time (US & Canada); Indiana (East), Bogota, Lima, Quito

Duration: 1 hours 0 minutes

Recurring: Not Recurring

If you want to schedule more than one instance of the meeting, select a recurrence schedule.

Invitees

Add Invitee

Local

Secure Meeting displays all users whose usernames contain the letters you enter below. For example, if you enter "ann", Secure Meeting displays users named "Ann", "Anne", and "Annika". You may also use a wildcard (*) within a string for the same purpose.

Search for: snewman
Authentication Server: All
[Search for Users](#)

1 matches found..

Username	Full Name:	Authentication Server
<input type="checkbox"/> snewman	Steve Newman	Administrators

[Check All](#) [Clear All](#)

[Add Selected](#)

[Search for Users ...](#)

Add Secure Gateway Users

Username:
Authentication Server: -- YOUR AUTH SERVER --

[Add](#)

Add Other Users

User Email:
[Add](#)

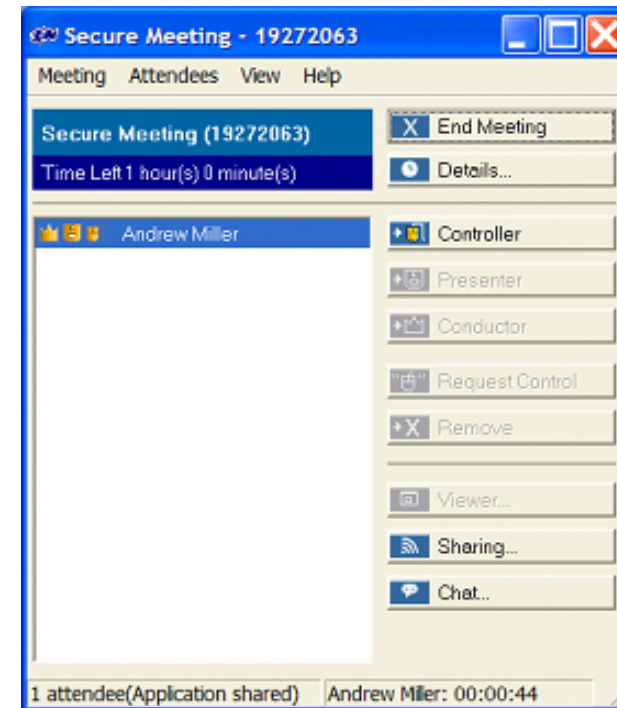
[Remove](#)

[Set As Conductor](#)

[Set Email...](#)

Hosting A Meeting

- Sharing
- Chat
- Changing Presenter
- Changing Controller
- End Meeting



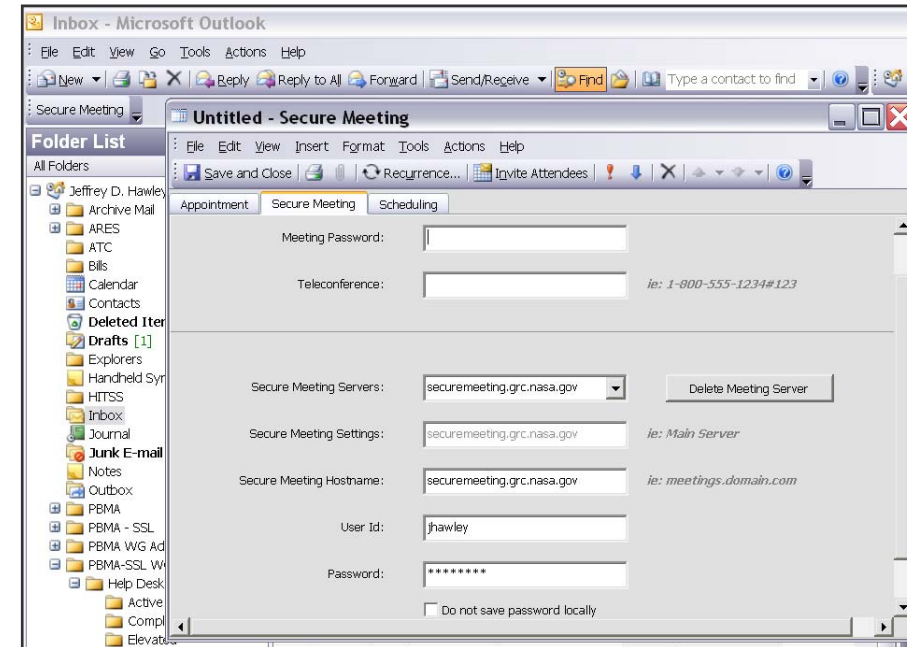
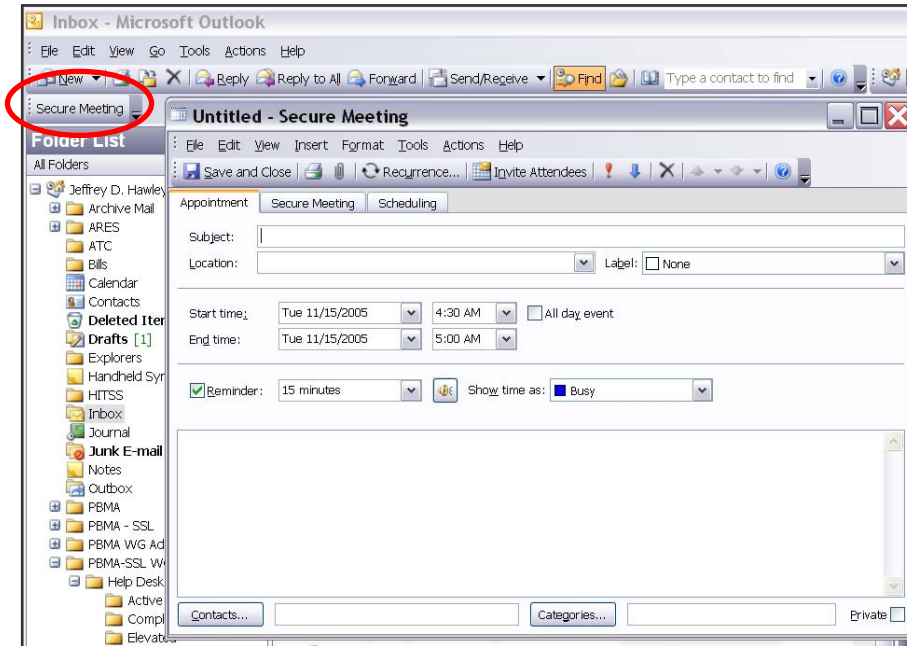
White Board



- Extended Collaboration
- Must Be Disabled Before Ending A Meeting
- Cursor Type
- Drawing Shape
 - Straight Lines*
 - Free Lines*
 - Circles*
 - Squares*
- Text
- Delete
- Color
- Line Width

Microsoft Client

- Download / Install The Plug-In From The Meeting Page
- Create A Meeting Like Creating An Appointment



Technical Support

- Website – <http://pbma.nasa.gov/meeting>
 - *FAQs*
 - *How-To Articles*
- Email – PBMA_WorkGroup@ARESCorporation.com

Questions

